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State of Louisiana
OFFICE OF THE LIEUTENANT GOVERNOR
DEPARTMENT OF CULTURE, RECREATION & TOURISM
MANAGEMENT AND FINANCE

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UNDERSECRETARY

HUMAN RESOURCES MEMORANDUM NO. 04-023

April 7, 2004

TO: Lt. Governor, Secretary, Undersecretary, Assistant Secretaries, Deputy Assistant Secretaries, Program Managers

FROM: Matthew A. Jones
Undersecretary

SUBJECT: Flexible Benefits Eligibility Reports

Enclosed are the Employee Flexible Benefits Eligibility Reports for distribution to employees in your office. Those who are current participants in an eligible insurance plan will receive a report indicating their status in the plan. If no change is desired, a new form does not need to be completed. Employees who wish to enroll for the first time or make a change in existing coverage should complete a Flexible Benefits form that is printed with Plan Year 2004-05.

New enrollments or changes to current Flexible Benefits must be dated during the month of April and submitted to Human Resources no later than May 5, 2004. If you have any questions or need assistance, please call the Human Resources Office at (225) 342-0880.

Enclosures

NOTE: Information on the State Group Benefits Program, including the Flexible Benefits Plan, is available on their web site located at <http://www.groupbenefits.org>.

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